



## IDENTIFICATION

Department	Position Title	
Finance	Director, Enterprise Information Management	
Position Number	Community	Division/Region
15-12506	Yellowknife	Enterprise Information Management

## PURPOSE OF THE POSITION

The Director, Enterprise Information Management is responsible for government-wide leadership in establishing the strategic direction and environment for managing information within the Government of the Northwest Territories (GNWT).

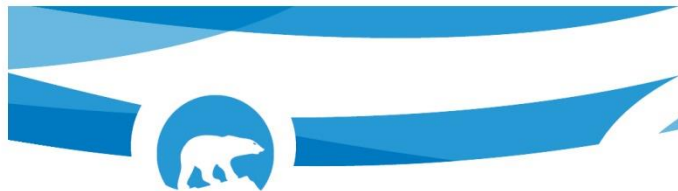
This position is responsible for directing, planning, developing, implementing, and evaluating enterprise information management programs, services, strategies, policies, procedures, and systems that provide for the effective management and use of the government's information assets.

## SCOPE

The Director, Enterprise Information Management (Director, EIM) is located in Yellowknife, reporting to the Assistant Deputy Minister – Government Chief Information Officer (GCIO).

The Department of Finance has the mandate to obtain, manage and control the financial, human and information resources to implement the GNWT's policies and programs and provide leadership and direction in all areas of financial, human and information management and technology resources. The size of the overall operations expenditure is \$1.7 billion and includes more than 5,000 positions, which provides a realistic expression of dimensions of the GCIO's responsibilities.

The total annual budget for IMT within the GNWT is ~\$55M engaging ~200+ FTE positions in-house. IMT infrastructure and systems support the entire government, including many mission-critical applications and services at both the corporate and department/agency levels.



The EIM division is responsible for the development, promotion, implementation, and maintenance of EIM applications (i.e. enterprise content management, standardized workflow processes, application integration with GNWT standard desktop tools) throughout the GNWT.

The division provides advice and assistance on recorded information management issues to all departments, boards, and agencies along with the responsibility for the operation of four Records Centers located in Inuvik, Fort Smith, Hay River and Yellowknife.

The position is an advisor to the Informatics Policy Committee (IPC) while providing strategic and operational advice on IM directions and services to GNWT executive and business management. In addition to IPC, this position collaborates closely with Directors in the Office of the Chief Information Officer (OCIO), and others on the development and implementation of policies, strategies, guidelines, and standards for IMT and ensures compliance with legislative and policy frameworks.

Information management is a dynamic and evolving field. This position must address the complex and challenging issues raised by the growth of information including staying abreast of emerging information technologies. The incumbent is responsible for addressing the government's information management needs through the selection and implementation of government-wide information management strategies, standards, and systems. As government evolves through devolution and new government structures are created, the position will be responsible for long-term planning, negotiating, and coordinating the transfer of information assets from one level of government to another.

The position is required to balance the often-conflicting business requirements of government with those of program departments at the same time ensuring information management requirements are being addressed in a planned and sustainable manner.

The position is also required to align program goals and objectives with government priorities for information management including recommendations from the Standing Committee on Government Operations and the GNWT Information and Privacy Commissioner.

The incumbent is the GNWT's delegate on the Federal/Provincial/Territorial Records Council and the Public Sector Chief Information Office Council (PSCIOC) Information Management Sub-Committee.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures that include such things as the *Access to Information and Protection of Privacy Act*, *Financial Administration Act*, *Archives Act*, and various government policies.



## **DIMENSIONS**

- Reporting Positions (2 direct, and 10 indirect)
- Compensation & Benefits (\$2 million)
- Operations & Maintenance (\$400,000)

## **RESPONSIBILITIES**

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Seek opportunities to add value to the IMT-related business and service requirements of clients and promote a client service culture throughout the organization.
3. Responsible for the selection, design, justification, implementation and operation of controls and management strategies to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information management systems and processes with legislation, regulation, and various government policies.
4. Oversees the development and implementation of Enterprise-Wide Content Management Systems that meet the information management needs of government along with developing long-range plans for the use and evolution.
5. Plans, develops, and improves the government's information strategies and programs in a manner that addresses the interests of government (legal, economic, financial) while identifying and providing solutions that can be implemented within program departments.
6. Directs the implementation and management of the GNWT's digital integrated document management system (DIIMS) to ensure that DIIMS provides for the effective management of electronic information across the GNWT.
7. Manage, lead by example, and motivate staff by providing direct mentorship, guidance, and leadership to promote achievement of goals established for the Division and promote a work environment conducive to high levels of client service.
8. Work closely with managers, Human Resources, and Labor Relations on issues related to employee hiring and disciplinary actions.



9. Promotes cooperation, collaboration, and professional development among information management professionals in the GNWT.
10. Continually work toward understanding the strategic direction and priorities of the GNWT and its departments and transform them into appropriate goals and priorities for EIM.
11. Directs the work of the Division to ensure that approved information management objectives and budgets contained in the Business Plan and Main Estimates are met in an effective manner, consistent with the operational policies and procedures of the GNWT and the stated mission, mandate, principles, and values of the Department.
12. Assist clients to manage their recorded information in accordance with Federal, GNWT and Nunavut acts and regulations, and with GNWT policies and procedures.
13. Performs strategic planning and financial management to ensure that the Enterprise IM program meets the business requirements of the government in a cost-effective and sustainable manner.
14. Contributes to the effective management of the Department through positive collaboration with the Deputy Minister and other senior officials of the Department.
15. Leads in the planning and management of an IM framework to support the development and implementation of electronic information systems used in the delivery of Finance mandated services.
16. Promote the process-driven focus that guides ongoing EIM operations.
17. Evaluates the need for the Division's programs and services and leads or participates in actions for change when required.
18. Oversees the development and implementation of information management policies, procedures, and guidelines specific to the GNWT's information management program.
19. On an ongoing basis, monitor the linkage between processes and EIM effectiveness in addressing the business needs of clients.
20. Directs the operation, and updates of application, data management, technology, and support management for EIM supported services.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Information Management theory and practice.
- Knowledge of best practice standards, guidelines, and relevant legislation on information management.
- Ability to acquire knowledge of government processes, including business planning, main estimates, forced growth, capital planning, and executive decision-making processes.
- Knowledge of the business value of IMT and the importance of clear business linkages to IMT investments and initiatives.
- Ability to link business needs and goals to effective IMT solutions.
- Ability to acquire knowledge of IMT's role in the organization, not only as a business support function, but also as a business transformation tool.
- Ability to plan and project-manage work effectively.
- Knowledge of strategic planning and Information management policy development processes and evaluation.
- Organizational and time management skills.
- Critical thinking and decision-making skills.
- Negotiating and strategy development skills.
- Conciliation skills utilizing a high degree of tact and diplomacy.
- Ability to understand the business needs of clients and to take a strategic approach to meeting those needs.
- Ability to build strong partnerships and strategic alliances based on mutual trust and respect.
- Ability to push boundaries when needed and recognize when the limits have been reached.



- Ability to effectively manage a diverse team of professionals.
- Ability to work effectively with senior management and to work collaboratively and productively with Advisory Committees.
- Ability to demonstrate leadership, initiative, and professional judgment.
- Ability to envision and facilitate change management processes:
- Listening skills and the ability to discern non-verbal communication cues.
- Written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances.
- Able to build strong partnerships and strategic alliances based on mutual trust and respect.
- Able to work to deadlines and respond effectively to frequently changing priorities and deadlines.
- Able to forecast, develop and manage budgets and track expenditures.
- Delegation skills
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Completion of an undergraduate degree in information management, computer science, management information systems or business with a minimum of 8 years of relevant experience in the Information Management and Technology sector, including 3 years managing people and resources.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** Select Language

- ☐ Required  
☐ Preferred